



# **PROVISO WEST HIGH SCHOOL FRESHMAN SUCCESS ACADEMY**

## **Parent Survival Guide**

4701 Harrison St. | Hillside, IL 60162

# PARENT SURVIVAL GUIDE

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## INTRODUCTION FROM DR. ABDULLAH

Welcome to Proviso West! We are eager to welcome you and your student for the 2018-2019 school year. It is truly a great time to be a Panther! The faculty and staff are united in our desire to be your partner in making your student's high school experience the best it can be.



Beginning this year, your student will be selecting a College & Career Academy to join for the remainder of his or her time at Proviso West. The College & Career Academies at Proviso West will prepare your student to confidently pursue the postsecondary training and career path of their choosing in a globally competitive society. Our Academies provide access to authentic, hands-on learning experiences that cultivate social and emotional well-being through teamwork, critical-thinking, collaboration, and creativity; we are eager to make the connections that help your student thrive beyond high school!

I would like to sincerely thank you for choosing Proviso West High School. Gone are the days when families have only one choice for their children's schooling, and I am deeply honored that you have entrusted the Proviso West faculty and staff to educate your child(ren). Families are the foundation of our school, so on behalf of my staff and administration we thank you for all you do for our children and school community.

We look forward to an incredible year and cannot wait to get started!

Sincerely,

A handwritten signature in dark ink that reads "Nia Abdullah". The signature is fluid and cursive, written in a professional style.

Dr. Nia Abdullah  
Principal

## FREQUENTLY CALLED NUMBERS

*Freshmen are assigned a Freshman Success Coach and Counselor based on his/her last name.*

<b><i>My student's Freshman Success Coach is:</i></b>	
<b><i>My student's Counselor is:</i></b>	
<b><i>My student's ID number is:</i></b>	

Contact	Role	Phone	E-Mail
Main Office	N/A	(708) 449-6400	N/A
Dr. Nia Abdullah	Principal	(708) 202-6311	nabdullah@pths209.org
Ms. Sue Lukaszek	Attendance Center	(708) 202-6301 (E) (708) 202-6302 (S)	slukaszek@pths209.org
Mr. Lynell Ingram	Freshman Counselor (last names A-K)	(708) 202-6330	lingram@pths209.org
Ms. Nicole O'Connor	Freshman Counselor (last names L-Z)	(708) 202-6329	noconnor@pths209.org
Ms. Stefanie Andrews	EL Counselor	(708) 202-6333	sandrews@pths209.org
Ms. Delinda Hyde	Parent Coordinator	(708) 202-6234	dhyde@pths209.org
Ms. Kate Foster	College & Career Academy Coordinator	(708) 202-6501	katefoster@pths209.org

## ATTENDANCE

### Whom do I contact to report an absence?

If your child is going to be absent for the day, please contact the Attendance Office by 8am. If you are calling *before* school hours or we do not answer right away, please leave a message. We are very busy helping students before school begins, and we may not be able to answer the phone. However, we check our voicemail frequently and will get back to you, if requested. We may also call you back if we have any questions. The number to call is 708.202.6301 or 708.202.6303 (English) 708.202.6302 (Español). All absences must be called in within 48 hours.

The Counselor should be contacted for students missing more than three (3) days due to illness or hospitalization. Homework will be requested for the days absent.

**My child will be late. Do I need to call?**

All tardies after 8:50am need to be verified by a parent. You may call or send your child in with a note. If you do not verify your student's tardy, we will assume he/she does not have parental permission to be late and is cutting class.

**How many absences can my child have?**

Proviso West's Freshman Academy believes that *optimum* educational benefits are tied to *optimum* attendance. Educational programs are designed for, and scholastic requirements are based on, student in-school participation. We urge you to stress the importance of punctuality and good attendance with your student. The development of good habits in these areas will be invaluable to future job performance.

**What about unexcused vs. excused absences?**

While we are still tracking "excused" absences, there is no distinction between excused and unexcused absences. Professional notes (from a doctor/dentist/counselor/etc.) are required. Please turn them into the Attendance Office immediately— especially if your student is coming in late from an appointment.

The following will **not** count towards the absence totals:

- Bereavement for up to three (3) days with a note from the parent/guardian. *Further documentation may be requested.*
- Religious holidays
- Subpoenas and court orders (*Documentation will be required*)
- In-school suspension/out-of-school suspension
- School sponsored activities

**What about a planned family vacation?**

School attendance is a critical component of success. We highly encourage families to NOT plan vacations during days where school is in session (please see page 11 for the PTHS209 District Calendar), though we understand that emergencies sometimes occur. Students must complete the *Vacation Notification Form*. It is preferred that we receive a week or more notice for this process to be completed. See the main office for a letter detailing the specific days and the reason for the request. The student will be given a *Vacation Notification Form* that needs to be signed by each of their teachers, a signature from their Dean, and a final signature from the principal.

**I am going out-of-town and leaving my child in the care of a friend or relative. Do I have to notify the Attendance Office?**

Yes. In the event of an emergency, the school needs to know who should be contacted and students can only be released to those on file with the Registrar. Send a letter to the Attendance Office stating the date(s) you will be gone, the name, address and phone number of the person you are leaving in charge of your child.

**How do tardies affect attendance?**

If your student is late to school and misses class time, any missed classes will count as an absence. If a student misses more than half of a class, it will also count as an absence. Students are allowed 5 tardies without additional consequences. If a student reaches tardy number 6 and higher, he/she will receive a consequence for each additional tardy. This could include Early Morning Detention (Period 1), In School Suspension or Out of School Suspension.

**What happens if my child does not complete assignments on time?**

Students are given a specific number of days after their return to school to turn in their assignments. If assignments were not completed by the extended deadline, ***they will be given a zero for that assignment.*** The zero for the missing assignment will count toward their grade.

**My child sent me a text that he/she wasn't feeling well. What should I do?**

Tell your student to ask for a pass to the Nurse's Office. Our Nurse is equipped to handle minor illnesses and is able to make your child comfortable. If the student needs to be dismissed, the Nurse will call you to discuss the dismissal. (*See Dismissal Do's & Don'ts*).

## **FRESHMAN SUCCESS COACH AND INTERVENTIONS**

All freshman students are assigned a Freshman Success Coach who acts as both a mentor and advocate to guide them through their transition to high school. Should the student be identified as falling below expectations (during a staff risk-review session), the student will be contacted by their Success Coach and receive an intervention specific to their issue. The student will begin an academic and/or pro-social intervention 1-2 days a week during the first half of their lunch period. Failure to attend the assigned intervention will result in a disciplinary consequence. Students will be moved out of intervention once they meet/exceed the key performance indicators of academic and behavioral success after review with the Success Coach, student, and other members of the faculty.

## **DISMISSAL PROCEDURES**

While it is recommended that appointments be scheduled outside of school hours, we realize this is not always possible. When appointments are scheduled in advance:

***DO: Send your child to the attendance office before school with a note requesting early dismissal.***

The note should specify time and reason. Your child will receive an official dismissal pass and will be retrieved by security from his/her classroom to be directed to the Welcome Center at the appropriate time.

***DO: Call the office as soon as possible if you have a last-minute appointment or you realize you forgot to give your child a note.***

We do our best to not interrupt a class in session. Sometimes even 5 minutes can make a difference between catching the student between classes and having to interrupt an entire class for one dismissal. The sooner you can call us, the easier it will be for us to have your student ready at the time you need him/her.

***DON'T: Come into the office and request an immediate dismissal.***

We are a large campus, and your child may not be in the building or may be in a class that either cannot be disturbed or is outside of the classroom for various activities. You may be asked to wait until the end of the current period as interrupting class is not fair to the teacher and to other students.

***DON'T: Call from the parking lot for an immediate dismissal.***

In addition to the reasons above, we may not be able to immediately answer our phones if we are on other calls, busy with other students or away from our desks.

***DO: Make sure the personal information we have on file is accurate.***

In the event of phone dismissals and absences we use caller ID or other methods to verify the identity of the parent/guardian. If your information is not correct in our files, you may be required to come into the office with proof of identity. To update this information, e-mail LGarcia@pths209.org or contact your student's Counselor.

*We realize that true emergencies do happen, and we will do our best to accommodate last minute notice, however, this should be the exception, not the rule.*

**Remember:** This dismissal policy is in place to keep distractions in the classrooms to a minimum and to help us facilitate a smooth and timely dismissal for you and your student.

## **STUDENT DROP OFF/PICK UP**

We have a Welcome Center near the Visitors Entrance (Door 1) available for you to drop off necessary items your child may have forgotten. Ask the Welcome Center to contact your student and arrange a time when it is convenient to pick up the item(s). Items should not be picked up during class time.

The office assumes no responsibility for the left items. Items not claimed at the end of the day will be placed in Lost and Found.

Due to space limitations we cannot keep sports equipment in the office. If your child forgets these items at home, please deliver them directly to the student at the end of the day. Keep in mind that access to the campus is significantly limited between 2:45 – 3:25 due to end of school traffic. *Food deliveries will not be accepted in the office for any reason.*

## FEES & OBLIGATIONS

### ***What should I do if my child is put on obligation?***

Students are put on obligation when they need an item are not able to pay the entire balance due. The Business Office can tell your student how much is owed at any time. All obligations must be paid before a diploma will be issued or an official transcript mailed. If a student has obligations, they may be ineligible to purchase event tickets, denied official transcript requests, or delayed enrollment for summer school/credit recovery until his/her obligations are paid.

### ***Where should my child get his/her gym uniform or other school materials?***

Students pay for their gym uniform and other school items in the Business Office. Students will be able to purchase these items during Period 1, lunch, and after school. They will not be allowed to pick up these items during scheduled class time.

## ID CARDS

Each student will be issued an ID card at Freshman Orientation Day or at the beginning of the school year. ***Students are required to have this card on their person at all times when on campus.*** For campus safety reasons, the ID picture must be visible. If any student scratches off, colors over, or otherwise covers the picture, he/she will be required to purchase a replacement. The card itself has many purposes. Its primary function is to serve as identification in case of an emergency. It is also used for lunch, sports events, and to scan when tardy. Students must have the actual card but may take a picture of the card on their phone as a backup.

**Replacement cards can be purchased for \$5 at the ID Center outside the cafeteria.** This service is available only during lunch periods. Contact the main office if you have any questions or concerns about purchasing a new ID card at (708) 449-6400.

## CONDUCT

Our code of conduct is guided by five Panther P.R.O.U.D. values: **Prepared, Respectful, Open-Minded, Upstanding, and Determined.** The Deans of Student Life are responsible for tracking attendance and conduct at Proviso West.

**Administrative Detention:** Detentions are held in the afternoon Monday through Thursday in the cafeteria from 3:30 p.m. to 4:30 p.m. Detentions will not be served on days with Early Release, exams, and Fridays. Detentions are also held during lunch in the Dean's office. If a student is unable to serve due to a conflict, the parent/guardian must notify the Dean's Office in advance. Teachers may also assign a detention to be served with them during lunch. If a student has both a Teacher and an Administrative Detention, the Teacher Detention will be served first.



**Saturday Detention:** Saturday Detentions may be held in the Cafeteria from 8:00am – 12:00pm during Panther Academy. Students arriving late will not be admitted. Parents will be notified when Saturday Detentions are assigned and students will be notified if the location changes. If the student is unable to serve due to illness, the Dean's Office must be notified.

**In School Suspension (ISS):** Freshman students will report to the ISS in C305 and remain in place the entire day. Teachers will be asked to provide the classwork the students missed and it will be completed with the assistance of the ISS Monitor. This will not count toward student absences.

**Out of School Suspension (OSS):** Students will not be permitted on school grounds for the day(s) suspended. The Dean's office is responsible for contacting teachers for assignments and for arranging for work to be picked up in the Attendance Office.

## **DRESS CODE**

Proviso Township High Schools recognize that there are individual differences among students, and that the major responsibility for acceptable dress and grooming lies within the individual student and the parent/guardians. Students may not dress in a manner disruptive to the educational process or that threatens the health, safety, welfare, or property of themselves or others. *The administration reserves the right to determine if a student's appearance constitutes a disruption to the educational environment.*

### **Some specific guidelines concerning school dress include:**

- A. For reasons of health and safety, all students shall wear footwear. All flip flops, slides, sandals without heel straps and cleated shoes are prohibited.
- B. No hats, shower caps, night caps or other items covering the head may be worn between classes or during class time. These items must be placed in the student's locker during the school day.
- C. Hooded sweatshirts may be worn, but the hoods may not be worn over the head while in the building.
- D. No outerwear style coats shall be worn in the building
- E. No sunglasses shall be worn in the building
- F. Accessories that could be used as weapons are expressly forbidden.
- G. Clothing which displays gang symbols, gang affiliation, or other gang references is prohibited.
- H. Clothing that is considered revealing is prohibited. Such clothing includes but is not limited to bare midriffs, crop tops, sagging pants, short shorts, short skirts, see-through or mesh items etc. Undergarments must not be visible.
- I. The hem of shorts or skirts when worn at the waist must extend lower than the student's fingertips when held at the side with arms and fingers extended.
- J. Clothing that contains insignia, symbols, or words that are likely to offend members of any race, sex, religion, nationality, or ethnic group is prohibited.

- K. Clothing that depicts or advertises alcohol, drugs, cigarettes, or other substances or activities that would be illegal for high school students is prohibited.
- L. Clothing that contains messages or symbols that include inappropriate language are prohibited. Some items include but are not limited to those that contain language, messages or symbols of a sexual or suggestive nature.

## **BUS INFO**

Proviso West provides bus transportation to school.

- First Pick-Up for Extended Learning Opportunity Sessions before school
- Second Pick-Up for normal start time
- Return Service leaves following school's dismissal
- First Student also provides late bus service for Proviso students involved in afterschool activities (leaves 5:30pm M-TH from circle drive)

This service is provided by First Student. If you have a question or an issue with transportation, please contact Sue Lukaszek in the Attendance Center by dialing (708) 202-6301/6302 (*Spanish*). **Please contact your student's administrator at Proviso West if there is an incident involving student safety and/or bullying/harassment.**

# **FRESHMAN SUCCESS ACADEMY**

## **Mission Statement**

The mission of the Freshman Success Academy is to foster a successful transition into high school. We encourage life-long learning by maximizing student potential through educational and social opportunities presented in a culturally positive, emotionally safe, and physically secure environment.

## **Statement of Beliefs**

- Education is necessary for personal success and healthy development;
- Learning must be rigorous, relevant, and life-long;
- We must empower all students to take an active role in a personalized learning experience while holding students accountable for their choices, actions, and learning;
- Career education leads to motivated, productive individuals;
- Positive attitudes are contagious;
- The Freshman Success Academy is an essential step to the successful completion of high school;
- Small learning communities create an environment that fosters school pride, loyalty, and ownership;
- Parents and the community must be involved in the educational process;
- The personal character and social development of students can be fostered at school;
- People learn in a variety of ways recognizing that there are multiple intelligences;
- Diversity with teamwork creates and strengthens a healthy community.

## **Vision**

We envision that a successful student career at Proviso West will:

- Promote academic excellence and personal achievement through a challenging curriculum and character development;
- Create a positive culture and a safe and secure environment;
- Provide educational opportunities that will maximize student potential;
- Prepare students to successfully transition to tenth grade by maintaining a close connection with the spirit and activities of high school;
- Prepare students to make informed decisions about career opportunities by exposing them to a variety of college and career pathways;
- Establish a sense of pride about self, others and community; and
- Prepare students to be life-long learners who demonstrate good citizenship.



## Proviso Township High Schools District 209 2018-2019 School Calendar

JULY 2018						
SUN	M	T	W	TH	F	SAT
1	2	3	4 HOL	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Holiday: Independence Day

AUGUST 2018						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 DI	16 BI	17 FO	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 & 14 New Teacher Institute  
15 District Institute--no student attendance  
16 Building Institute--no student attendance  
17 Freshmen Orientation  
20 All Student Attendance

SEPTEMBER 2018						
SUN	M	T	W	TH	F	SAT
						1
2	3 HOL	4	5	6 BTSN	7 ER	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Holiday: Labor Day  
6 Back to School Night  
7 Early Release

OCTOBER 2018						
SUN	M	T	W	TH	F	SAT
	1	2	3	4 BYPTS	5	6
7	8 HOL	9	10	11	12 End Q1	13
14	15	16	17	18 PTC	19 BI, ER	20
21	22	23	24	25	26	27
28	29	30	31			

4 Bring Your Parent to School Day  
8 Holiday: Columbus Day  
12 End of 1st Quarter  
18 Parent/Teacher Conferences 1-3pm & 6-8pm  
19 Building Institute--no student attendance; also Early Release

NOVEMBER 2018						
SUN	M	T	W	TH	F	SAT
4	5	6	7	8	9	10
11	12 HOL	13	14	15	16	17
18	19	20	21 X	22 HOL	23 HOL	24
25	26	27	28	29	30	

12 Holiday: Veterans Day  
21 - 23 Holiday: Thanksgiving Recess  
26 School Resumes

DECEMBER 2018						
SUN	M	T	W	TH	F	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 End Q2	22
23	24 HOL	25 HOL	26 X	27 X	28 X	29
30	31 HOL					

21 End of Semester 1  
24 Holiday: Christmas Eve  
25 Holiday: Christmas Day  
26 - 28 Winter Break  
31 Holiday: New Year's Eve

JANUARY 2019						
SUN	M	T	W	TH	F	SAT
		1 HOL	2 X	3 X	4 X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 HOL	22	23	24	25	26
27	28	29	30	31		

1 Holiday: New Year's Day  
2 - 4 Winter Break  
7 School resumes  
21 Holiday: Dr Martin Luther King Jr. Birthday

FEBRUARY 2019						
SUN	M	T	W	TH	F	SAT
					1	2
3	4	5 BYPTS	6	7	8	9
10	11	12	13	14	15	16
17	18 HOL	19 BI	20	21	22	23
24	25	26	27	28		

5 Bring Your Parent to School Day  
19 Building Institute--no student attendance  
18 Holiday: President's Day

MARCH 2019						
SUN	M	T	W	TH	F	SAT
					1	2
3	4 HOL	5	6	7	8	9
10	11	12	13	14	15 End Q3	16
17	18	19	20	21 PTC	22 ER	23
24	25	26	27	28	29	30
31						

4 Holiday: Casimir Pulaski Day  
15 End of 3rd Quarter  
21 Parent Teacher Conferences 6-8pm  
22 Early Release

APRIL 2019						
SUN	M	T	W	TH	F	SAT
	1 X	2 X	3 X	4 X	5 X	6
7	8	9	10	11	12	13
14	15	16	17	18	19 X	20
21	22	23	24	25	26	27
28	29	30				

1 - 5 Spring Break  
8 School resumes  
19 Non-attendance day

MAY 2019						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 GRAD	20	21	22	23	24	25
26	27 HOL	28	29 End Q4	(30)	(31)	

19 Graduation  
27 Holiday: Memorial Day  
29 End of Semester 2 and last day of school (without emergency days)  
30-31 Possible emergency days

JUNE 2019						
SUN	M	T	W	TH	F	SAT
						1
2	(3)	(4)	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - 5 Possible emergency days

### Count of Days

85 Semester 1 Attendance days  
3 Semester 1 Institute days  
91 Semester 2 Attendance days  
1 Semester 2 Institute days  
5 Emergency days  
185 Total days

### Calendar Legend

(( School starts  
) School ends without emergency days  
DI District Institute--no student attendance  
BI Building Institute--no student attendance  
( Possible emergency day

HOL Holiday  
X Non-attendance day  
Q Quarter end dates  
GRAD Graduation ceremonies

PTC Parent Teacher Conferences  
ER Early Release  
BTSN Back to School Night  
BYPTS Bring Your Parent to School Day

2.13.18 Approved

## FRESHMAN SUCCESS ACADEMY CALENDAR OF EVENTS

*\*All dates are subject to change*

### August

17 Freshman Orientation | 1<sup>st</sup> Day  
of School for Freshmen

### September

17-26 Naviance Sessions  
27 Freshman Focus Night  
(Parent Meeting)

### October

5 Freshman College Tour  
12 End of Quarter 1  
24 Career Expo

### December

19-21 Final Exams  
21 End of Quarter 2 / Semester 1  
22-31 Winter Break

### January

1-6 Winter Break  
7 School Resumes  
10 Declaration Day & Pinning  
Ceremony

### March

15 End of Quarter 3

### April

1-5 Spring Break  
24 Academy Unity Days

### May

24-29 Final Exams  
29 End of Quarter 3 / End of  
Semester 2 / Last Day of School

## EVENT DESCRIPTIONS

### Career Expo – Fall 2018

The Career Expo is hands-on, engaging event where students connect the career of their imagination to the real-life experience of someone in that career. The Career Expo is a key component in the Academy selection process and will help students find a link between their talents, career interests, and goals. At the event, employers will be distributed into the following three (3) Career Zones representing occupations related to the career clusters offered by the College & Career Academies at Proviso West:

#### Wellness & Society Academy (WSA)

*Career Clusters: Education & Training | Hospitality & Tourism | Human Services | Health Services | Law, Public Safety, Corrections & Security*

#### Technology & Innovation Academy (TIA)

*Career Clusters: Architecture & Construction | Information Technology | Manufacturing STEM | Transportation, Distribution, & Logistics*

#### Global Business Academy (GBA)

*Career Clusters: Arts & Communication | Business Management & Administration | Finance | Marketing*

## Academy Selection – Fall 2018

Beginning in the fall of freshman year, students will experience career exploration activities and opportunities that are designed to expose them to career options available after high school. Identifying their personal interests will guide them to the best College & Career Academy choice, making high school and their future education career motivating and enjoyable.

Students will draw upon the Career Expo experience when they meet with a faculty member to select a College & Career Academy to join in the spring of their freshman year. During these meetings, they will rank three programs of study in order of preference. Their program of study is comprised of the courses they will take within their Academy. Every effort will be made to place students in their first-choice program of study. This program of study will be tracked through a personalized Academic Success Plan (ASP) created during this meeting and will assist students in making informed course selections with their career goal in mind.

## Declaration Day & Pinning Ceremony – Spring 2019

In the spring, students will be notified of their College & Career Academy acceptance. We celebrate with a Declaration Day & Pinning Ceremony where students will receive a pin that signifies their Academy membership.

## Academy Unity Days – Spring 2019

Academy Unity Days are a chance to bond with the students, faculty and staff in their College & Career Academy through a day of fun-filled activities.

### PROVISO WEST HIGH SCHOOL BELL SCHEDULE

<b>MONDAY – FRIDAY NORMAL SCHEDULE</b>	<b>EARLY RELEASE SCHEDULE</b>	<b>½ DAY SCHEDULE</b>
<b>ELOS</b> 8:00 – 8:50	<b>ELOS</b> 8:00 – 8:40	<b>ELOS</b> 8:00 – 8:45
<b>PERIOD 2</b> 8:55 – 9:45	<b>PERIOD 2</b> 8:45 – 9:25	<b>PERIOD 2</b> 8:50 – 9:35
<b>PERIOD 3</b> 9:50 – 10:40	<b>PERIOD 3</b> 9:30 – 10:10	<b>PERIOD 7</b> 9:40 – 10:25
<b>PERIOD 4</b> 10:45 – 11:35	<b>PERIOD 4</b> 10:15 – 10:55	<b>PERIOD 8</b> 10:30 – 11:15
<b>PERIOD 5</b> 11:40 – 12:30	<b>PERIOD 5</b> 11:00 – 11:40	
<b>PERIOD 6</b> 12:35 – 1:25	<b>PERIOD 6</b> 11:45 – 12:25	
<b>PERIOD 7</b> 1:30 – 2:20	<b>PERIOD 7</b> 12:30 – 1:10	
<b>PERIOD 8</b> 2:25 – 3:15	<b>PERIOD 8</b> 1:15 – 1:55	

## WHAT IS ELOS?

ELOS stands for Extended Learning Opportunities for Students on Tuesday, Wednesday, and Thursday mornings. Transportation will be provided for students who receive bus service and attendance is expected for students who need additional support. During Period 1 (from 8:00 AM -8:50 AM) on these days, students at Proviso West will have the opportunity to participate in a range of ELOS activities which include:

- engaging in academic development extension activities
- receiving small-group and individual instruction from teachers
- taking make-up exams and completing classwork
- meeting with counselors
- utilizing computer labs and library resources

Again, this is time dedicated to help students succeed and/or extend their learning. Students may choose the ELOS activities that best fit their needs unless they are specifically assigned to sessions to make up work or participate in interventions.

## GRADUATION REQUIREMENTS

Curriculum	Graduation Requirements	Courses
English	4	English I – IV
Mathematics	3	Algebra, Geometry, & Math Elective
Science	3	Biology, Chemistry, & Science Elective
Social Studies	3	World Civilization, US History, Civics, & Social Studies Elective
Applied Tech, Fine Arts, or World Languages	1	Applied Sciences, Fine Arts, or World Language Elective
Consumer Education	0.5	Consumer Education
Health	0.5	Health
Drivers Education	0.5	Drivers Education
Physical Education or NJROTC	0.5-3.5	PE Waiver is required during any semester a student is not enrolled in PE, Health, Drivers' Education, or NJROTC.
Electives	3.5-6.5	Will include 0.5 credits in PE for each semester a PE Waiver is not used – for up to 3.5 credits in PE.
<b>Total Credits Required</b>	<b>22</b>	
Community Service	40 Hours	10 hours per year in attendance at PWHS

## HOW CAN MY FRESHMAN SUCCESS COACH HELP YOUR STUDENT?

All freshmen will be assigned a teacher who will be their Freshman Success Coach – a mentor who will support their success during their freshman year. The Freshman Success Coach will review their students' progress biweekly and will implement and monitor the progress of any interventions necessary to maintain sufficient and pro-social behaviors.

## FRESHMAN ON-TRACK GUIDELINES FOR COLLEGE & CAREER SUCCESS

By the end of freshman year, a student is ***on track for graduation and college & career success*** if they meet the following guidelines:

- Have earned 6 credits
- Have maintained a GPA of ***at least*** 3.0 (*B's or better!*)
- Have maintained 90% or better attendance

## FRESHMAN PROMOTION POLICY

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

- FRESHMEN are students in their first year of high school attendance with fewer than six (6) high school credits.
- SOPHOMORES are students who have earned a minimum of six (6) high school credits.
- JUNIORS are students who have earned a minimum of twelve (12) high school credits.
- SENIORS are students who have earned a minimum of sixteen (16) high school credits.

Students will be promoted to their appropriate classification only after they have earned the minimum credit requirements listed above. For example, students in their second year of attendance who have fewer than six (6) credits will keep their freshman classification. Failure to earn sufficient credits for promotion to next grade level will affect eligibility for Driver's Education, class rings, athletics, class functions, etc. Promotion will typically occur at the beginning of each school year only. Students must sign up for credit recovery as soon as they fail a course.



## COLLEGE & CAREER ACADEMIES OF PROVISO WEST

*The College & Career Academies of Proviso West* will prepare students to confidently pursue the postsecondary training and career path of their choosing in a globally competitive society. Driven by student interest and workforce projections, our Academies provide access to authentic, hands-on learning experiences that cultivate social and emotional well-being through teamwork, critical-thinking, collaboration, and creativity. Within the Academies, all students choose an interdisciplinary program of study comprised of academically-rigorous core subjects and specialized courses in their career area. Academy teachers incorporate real-world examples into coursework for students that is relevant to their program of study. Upon successful completion of specialized coursework and proficiency evaluation, students have an opportunity to earn certifications and/or endorsements in select career and technical pursuits. Students will progress through their Academy with peers who share similar interests and a common team of teachers, which builds camaraderie and a culture of belonging.

In summary, The College & Career Academies of Proviso West provide students access to:

- Relevant and rigorous curriculum and instruction
- Increased community and business engagement
- Opportunities for professional certifications
- 21st century skills such as leadership, civic literacy, social responsibility, global and cultural awareness, communication, problem solving, and technological literacy
- Opportunities to form closer relationships with teachers and advisors
- Practical work experience through job shadowing and internships
- Opportunities to learn in the context of an industry or subject theme
- Preparation for career success through both formal education and life experience

### HOW DO STUDENTS CHOOSE A COLLEGE & CAREER ACADEMY?

Choosing a College & Career Academy can be an overwhelming task, but don't fret – your student's Freshman Success Coach, Counselor, and teachers are here to help! Students will review the different College & Career Academies and Pathways during their freshman year. In the meantime, review these steps to decide which College & Career Academy is right for your student:

#### **STEP 1: Identify their interests.**

Identifying personal interests (hobbies and programs of study) will guide students to the best Academy for them. For example, do they enjoy building things, solving puzzles, learning about cars, and working with tools? Then the Technology & Innovation Academy may be a great fit!

## **STEP 2: Review the Career Pathway options.**

Review the Career Pathway descriptions located in this book and determine what best fits the interests of the student!

## **STEP 3: Select classes.**

In addition to selecting an Academy and the courses within a pathway, students have options within some core subjects to take classes with specialty topics. Consult your student's Counselor and the Program of Study worksheet for options within their Academy.

## **WHAT IS A PATHWAY?**

What is a Pathway? Students will chart their unique "Pathway" during eighth and ninth grades, exploring career choices. A Pathway is a sequence of courses within a chosen Academy designed to help students prepare for a specific career area while meeting the mandatory requirements for high school graduation.

## **WHAT IF THEY CHANGE THEIR MIND?**

Students will be exposed to a great deal of information through your career exploration activities, interest inventories, the Career Expo, from their Freshman Success Coach, Counselor, faculty members, and family members. This will prepare them to make an informed decision about their College & Career Academy.

***Students are allowed to change their Academy selection once.*** If your student finds him/herself in this situation, please instruct him/her to consult their Counselor to learn more about the steps required.

Pathways will require students to complete an Academy Endorsement Checklist prior to graduation to ensure the proper pre-requisites have been met to receive an Academy endorsement on the transcript. Students will need to plan for this if considering switching Pathways.

## **WHEN DO STUDENTS PICK THEIR ACADEMY & ACADEMY CLASSES?**

Students will meet with a faculty member (typically the Counselor or Freshman Success Coach) to review their Naviance career exploration results, discuss their desired program of study, and complete a personalized Program of Study Worksheet/Academic Success Plan in the fall of their freshman year. After they complete this process, they will fill out an Academy Application.

## SAMPLE PROGRAM OF STUDY WORKSHEET & ACADEMIC SUCCESS PLAN

### College & Career Academy Program of Study Example: *International Business*

This career cluster includes positions that are involved in the planning, organizing, directing, and controlling business operations in the United States and abroad. Those who work in this field use their language skills, creativity, and a broad range of ideas and practices to maintain and grow their business through the management of materials, equipment, workers, and other financial resources.

#### Potential Careers in Business:

- Advertising
- Business Consultant
- Corporate Trainer
- E-Commerce Analyst
- Entrepreneur
- Facilities Manager
- Human Resource Manager
- Business Operations Manager
- Compliance Officer
- Financial Advisor
- Insurance Agent
- Management Analyst

#### Examples of Post-Secondary Degrees:

##### Associate Degree

Associate in Applied Science in  
Business Management  
*Triton College*

##### Bachelor's Degree

Bachelor of Science in Business  
Management  
*Illinois State University*

Bachelor of Arts in Economics  
*Northwestern University*

##### Master's Degree

Master of Business Administration  
*University of Chicago*

#### High School Pathway Courses

**Grade 9:** Business & Technology Concepts

**Grade 10:** Entrepreneurship

**Grade 11:** Spanish I & Business Law

**Grade 12:** Spanish II & Business Co-Op  
Dual Credit

Proviso West High School Program of Study

PWHS Academy: Global Business Academy

Career Pathway: International Business

PWHS Board Policy Graduation Requirements

ENGLISH 4 credits	MATH 3 credits	SCIENCE 3 credits	SOCIAL STUDIES 3 credits	APPLIED LIFE 4 credits	REQUIRED ACADEMY ELECTIVE OPTIONS 4 credits	GLOBAL ELECTIVE OPTIONS
H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	Health-0.5 credit PE, Marching Band, or NUIOTC-3.5 credits		Consumer Education-0.5 credit (can be satisfied by Civics)  Foreign Language/Fine Arts/CTE-1 credit Elective-3.5 credits

Typical Requirements for College Track: English (4 cr), Math (4 cr), Science (3 cr), Social Studies (3 cr), World Language (2 cr)

English 1 (R or H) ELL Lit & Comp 1-4/ EL Bridging*	Algebra 1 (R or H)	Biology (R or H)	World Civilization (R or H) AP World History	Freshman PE, NUIOTC 1, or Marching Band	ACADEMY-ELECTIVE: Spanish I	All introductory courses are available as exploratory courses.
English 2 (R or H) ELL Lit & Comp 1-4/ EL Bridging*	Geometry (R or H)	Chemistry (R or H)	Civics & World Geography AP Human Geography AP World History AP Government	Health/Drivers Education/Sophomore PE, NUIOTC 2, or Marching Band	ACADEMY-ELECTIVE: Business & Technology Concepts	Advanced coursework in core subjects are also considered global electives.
English 3 (R or H) American Studies AP English Language ELL Lit & Comp 1-4/ EL Bridging*	Algebra II/Trig (R or H) AP Comp 3d Principles	Physics (R or H) Earth Science Forensic Science AP Biology AP Chemistry	US History American Studies AP US History II	REQ. ELECTIVE OPTIONS: PE Activities Lifetime Fitness Aquatic Swimming PE Leaders NUIOTC 3 Marching Band	Digital Literacy ACADEMY-ELECTIVE: Spanish II	World Language Spanish I Spanish II AP Spanish Language French I French II
English 4 (R or H) Composition/Journalism Theatre/Multicultural Lit AP English Literature ELL Lit & Comp 1-4/ EL Bridging*	ELECTIVE OPTIONS: Statistics Honors Pre-Calculus AP Calculus AB AP Statistics AP Computer Sci A Technical Math + Business Math Consumer Math College Prep Math College Algebra	ELECTIVE OPTIONS: Astronomy Physics Earth Science Forensic Science AP Biology AP Physics AP Chemistry AP Environmental Science	ELECTIVE OPTIONS: Issues in America Latin American History African American History Sociology Psychology AP European History	REQ. ELECTIVE OPTIONS: PE Activities Lifetime Fitness Aquatic Swimming PE Leaders NUIOTC 4 Marching Band	ACADEMY-ELECTIVE: AP Spanish Language Entrepreneurship Business Law Sports & Entertainment Management	

Notes

\* Placement in ELL Lit & Comp levels 1-4 and EL Bridging is by assessment; + Recommended senior math course for students in non-STEM postsecondary path

7/1/18

• Placement in ELL Lit & Comp levels 1-4 and EL Bridging is by assessment; + Recommended senior math course for students in non-STEM postsecondary path

7/1/18

# PROVISO WEST HIGH SCHOOL COLLEGE & CAREER ACADEMY APPLICATION

*Application Due Date: November 9, 2018*

## STUDENT INFORMATION *(please print clearly)*

NAME OF STUDENT <i>(last, first, middle initial)</i>		CURRENT GRADE	PWHS ID NUMBER	
BIRTH DATE <i>(month, date, year)</i>  / /	STUDENT CELL PHONE		CAN YOU RECEIVE TEXTS?  Y N	
HOME ADDRESS		CITY	STATE	ZIP
STUDENT E-MAIL ADDRESS		PARENT E-MAIL ADDRESS		

## PLEASE RANK YOUR ACADEMY SELECTION 1 - 3 IN ORDER OF PREFERENCE (1=FIRST CHOICE)

_____	<b>Wellness &amp; Society Academy (WSA)</b> <i>Career Clusters: Education &amp; Training   Health Science   Hospitality &amp; Tourism   Human Services   Law, Public Safety, Corrections &amp; Security</i>
_____	<b>Technology &amp; Innovation Academy (TIA)</b> <i>Career Clusters: Information Technology   Manufacturing   Transportation   Distribution &amp; Logistics   Architecture &amp; Construction   Science, Technology, Engineering &amp; Math (STEM)</i>
_____	<b>Global Business Academy (GBA)</b> <i>Career Clusters: Arts &amp; Communication   Business Management &amp; Administration   Finance   Marketing</i>

## PLEASE RANK YOUR DESIRED PROGRAM OF STUDY WITHIN EACH RANKED ACADEMY

WELLNESS & SOCIETY ACADEMY	TECHNOLOGY & INNOVATION ACADEMY	GLOBAL BUSINESS ACADEMY
_____ Cosmetology & Barber	_____ Automotive	_____ Communications
_____ Culinary Arts	_____ Advanced Manufacturing	_____ Entrepreneurship
_____ Early Childhood Education	_____ Construction Trades	_____ Entertainment Management
_____ Education & Teaching	_____ Computer Science	_____ International Business
_____ Fashion Design	_____ Information Technology	_____ Music Performance (Band)
_____ Health Careers	_____ PLTW Pre-Engineering	_____ Music Performance (Choir)
_____ Pre-Nursing	_____ Web Design & Media	_____ Visual Arts

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

<b>1. What career awareness activities have you experienced that made you choose to apply for the Academy you selected?</b>
<b>2. What do you hope to learn from participating in the Academy you selected?</b>

# PROVISO WEST HIGH SCHOOL COLLEGE & CAREER ACADEMY APPLICATION

*Application Due Date: November 9, 2018*

## STUDENT CERTIFICATION OF UNDERSTANDING

I have read, understood and have agreed to the following:

1. All of the STUDENT INFORMATION provided is true and correct.
2. A student (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade) must be able to complete the core and CTE program associated with a career academy program of study.
3. Admission into a College & Career Academy requires the student to complete this Academy Application
4. The Academy application must be submitted by November 9, 2018. Priority will be given to applications turned in by the deadline.
5. Student eligibility for a College & Career Academy may be determined by such factors as academy course availability, academic performance, and attendance.
6. Though all efforts are made to place students into their first-choice academy, when the number of qualified student applicants to an academy of choice exceeds the number of available positions, students will be placed in their second or third ranked academy.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

COUNSELOR/FRESHMAN SUCCESS COACH SIGNATURE

DATE

*FOR QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CONTACT MS. KATE FOSTER, COLLEGE & CAREER ACADEMY COORDINATOR, AT 708.202.6501 OR VIA E-MAIL AT KATEFOSTER@PTHS209.ORG.*

## **SUCCESS READY INDICATORS & ACADEMY ENDORSEMENT GUIDELINES**

**Every graduate from the College & Career Academies of Proviso West High School must meet the following requirements:**

- District graduation requirements
- Participate in a Career Pathway course sequence
- Complete an Academic & Career Portfolio (to include a postsecondary plan, letter(s) of recommendation, resume and personal statement)

***Students who wish to graduate with a Career Pathway Endorsement on their transcript and special recognition at graduation must ALSO meet the requirements outlined in the Academy Endorsement Checklist.***

- To be eligible for an endorsement, students must develop and maintain an individualized college and career plan, complete at least two years of coursework on a career pathway that leads to a degree or certificate with labor-market value, complete career exploration activities, and demonstrate readiness for college-level coursework.
- A Career Pathway Endorsement affirms that the graduate has mastered the skills necessary for college acceptance, career apprenticeship/internship opportunities, and/or entry-level employment.

**To be college, career, and life ready, graduates must also accomplish indicators as described below:**

### **CAREER READY**

*Career Ready high school graduates identify a career cluster interest and meet **two or more** of the benchmarks below:*

- 90% attendance
- 20 hours of Leadership Service and/or Service Learning Project
- Career Development Experience (60 total hours, may occur over multiple experiences)
- Industry Credential
- Dual Credit Career Pathways Course (college credit earned)
- Completion of a Program of Study
- Attaining or maintaining consistent employment for a minimum of 480 hours (this entails an average of 10 hours per week for 12 of 24 months)
- Participation in two or more organized co-curricular activities (clubs, activities, sports, etc.)
- Military Service (does not include NJROTC)

## **COLLEGE READY**

*College Ready high school graduates meet **two or more** of the benchmarks below (from Redefining Ready handout + IL ESSA update Dec17):*

- GPA: 2.8/4.0 or better
- 90% attendance
- SAT score of 1010 with subject scores of 480 in Evidence-based Reading and Writing, and 530 subject score in Math PLUS taking a Math course in senior year
- AP exam scores of 3+
- IB exam (4+) or IB course (C or better)
- Algebra II/Trigonometry (C or better)
- Dual Credit Career Pathway course (C or better)
- Dual Credit College English and/or Math (C or better)
- Seal of Biliteracy
- Completion of a 4<sup>th</sup> science and/or 2 credits of world language
- FAFSA completion
- Participation in a College Bound and/or approved summer program on a college campus

## **DISTINGUISHED COLLEGE & CAREER SCHOLAR**

*Distinguished College & Career Scholars meet **three or more** indicators in the College Ready & Career Ready categories (above) along with the following academic benchmarks:*

- GPA: 3.75/4.0 (unweighted)
- SAT score of 1240
- 95% attendance in junior and senior year

## **LIFE READY**

*Students will demonstrate acquisition of the following traits upon graduation from the College & Career Academies of Proviso West High School:*

- Exhibits a growth mindset
- Assumes personal responsibility and ownership
- Recognizes personal strengths and weaknesses
- Achieves goals through grit and perseverance
- Respectfully expresses viewpoints and interprets diverse perspectives referencing evidence
- Models mastery of logic and critical thinking skills
- Displays empathy for and acceptance of others
- Aware of global problems and their impact on communities
- Understands the impact of social, economic, environmental, and moral consequences
- Proven command of employability skills
- Works collaboratively in a variety of settings
- Demonstrates an understanding of financial literacy



## **HOW DO STUDENTS & FAMILIES LOG IN TO PROVISO E-MAIL, NAVIANCE, & POWERSCHOOL?**

### **PWHS On-Campus Computer Access**

Username: PW422XXX (422XXX is replaced by the student ID number)

Password: panther2019 (temporary password for 1<sup>st</sup> login – student will reset their password)

### **PWHS Student E-mail**

<https://portal.office.com>

Username: PW422XXX@pths209.org

Password: panther2019 (temporary password for 1<sup>st</sup> login – student will reset their password)

### **Naviance**

<http://connection.naviance.com/provisowhs>

Username: PW422XXX (PW + student ID)

Password: Panthers2022

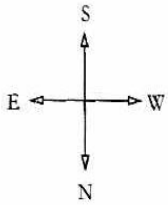
### **PowerSchool**

<https://pschool.pths209.org/public>

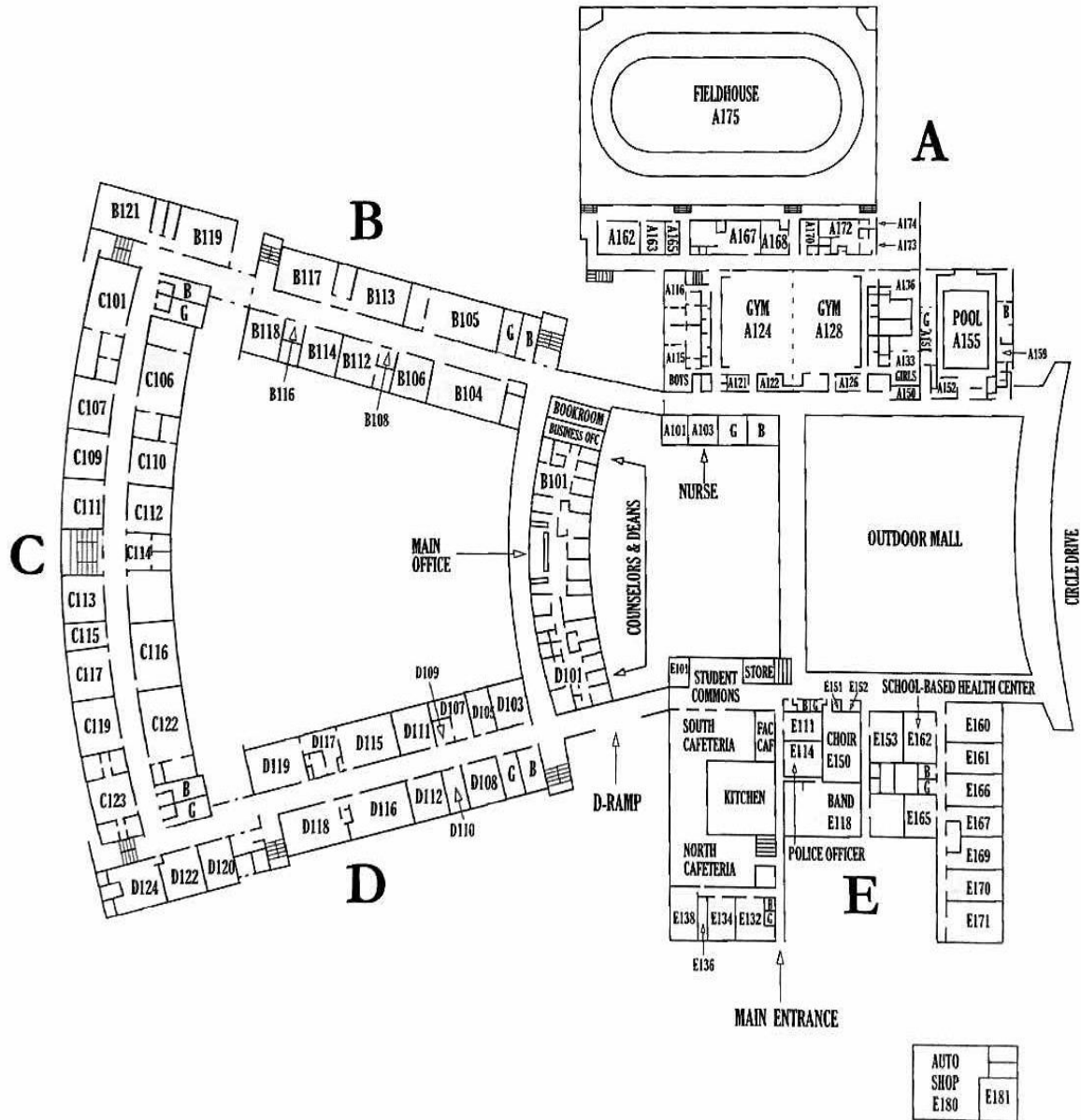
Username: PW422XXX (PW+ student ID)

Password: YYYYMMDD (Student's DOB EX:20011025)

# PROVISO WEST SCHOOL MAP

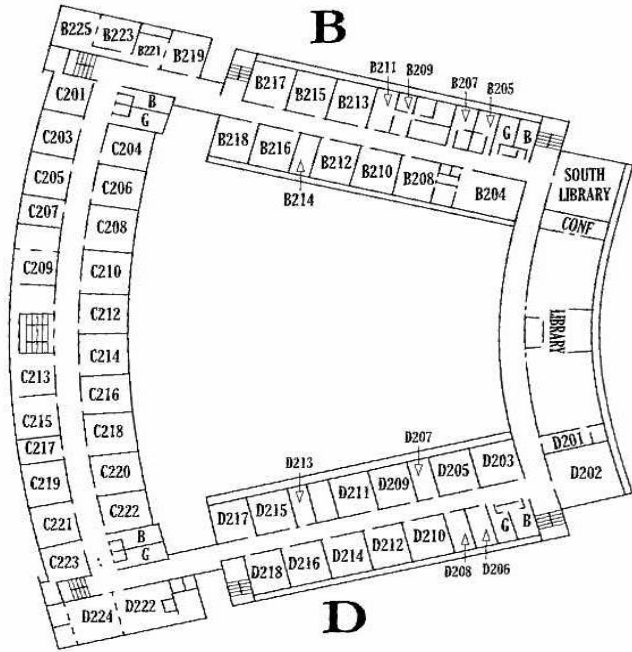


## FIRST FLOOR

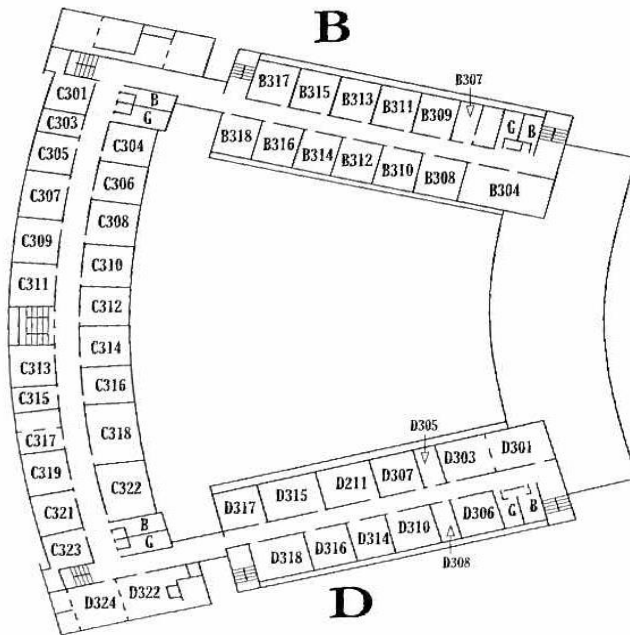


## SECOND FLOOR

C



C



## THIRD FLOOR

## DEFINITIONS & STUDENT FREQUENTLY ASKED QUESTIONS (FAQ)

### **What is a GPA?**

*Your Grade Point Average (GPA) is the average of your final semester grades during high school. Students will earn a semester grade for the first half of the year (August – December) and the second half of the year (January – May). Your GPA is recalculated each time a semester ends. Your cumulative GPA reflects your academic performance from the beginning of high school through the last semester completed and determines where you rank in your class. The students with the highest GPA is #1 in that class; all others follow. Both GPA and class rank are important factors in college admissions and many scholarship decisions.*

### **Is my GPA important?**

*The Grade Point Average (GPA) you earn as a freshman sets the foundation for your academic success throughout high school. While it is not impossible to raise a low GPA with hard work and determination, it is far better to start strong! The GPA is your gateway into college and is used to determine your eligibility for scholarships. You should always aim for B's or better on all assignments/quizzes/tests, etc.*

### **What is my class rank?**

*Class rank is the comparison of your GPA against all other students in your class at your school. The student with the #1 rank in the class at graduation will be that year's valedictorian. The #2 student will be salutatorian. This becomes important as you near graduation and is often an important factor in college admissions and many scholarship decisions.*

### **How are classes weighted and what does that mean?**

*Because of the added academic challenge they present, both Honors and Advanced Placement courses are "weighted", meaning they carry more value than a regular class when calculating a student's GPA.*

### **How many credits do I have?**

*You should keep a record of all classes taken and grades/credits earned. Each semester class you pass earns you 0.5 credit. You must pass with a D or above to earn credit. You can request a copy of your transcript from your Counselor or the school registrar.*

### **Do I have to take a foreign language to graduate from high school?**

*PWHS graduation requirements do not include a foreign language at this time, and language courses are considered electives. However, many colleges and universities **DO** require 2 years of the **same** foreign language as an admission requirement. Check with the college or university of your choice for their language requirements. If it is an admission requirement, do not wait until the last minute to take two full years of a language.*

### **I am on track to go to college. Why do I need career-focused learning opportunities?**

*The Academy model is designed to prepare all students for a successful future - whether that includes post-secondary education or a direct path to a career. Students who want to go to college, will have opportunities to take advanced coursework, earn college credit and explore careers. When it's time to head to college, these opportunities and experiences will ensure our students are successful.*

**How can I contact my teacher?**

Teachers can be reached through e-mail. Typically, teachers e-mail addresses are their first initial and last name at pths209.org. For example, Ms. Quadri's e-mail address is tquadri@pths209.org. A listing of e-mail addresses and direct phone numbers for teachers can be found on the PWHS website.

**Can I change my class schedule?**

Please see your Counselor to make changes to your schedule. No changes will be made after the first two weeks of each semester.

**How do I see my Counselor or Social Worker?**

Students are welcome to stop by their Counselor or Social Worker's office during ELOS, lunch, or after school. Students with an urgent need or who are in crisis may request a pass from their teacher during other times of the day.

**How can I find out more information about scholarships?**

See Ms. Murdock in the College & Career Center (D108) or check Naviance for more information about scholarships available to apply for as a freshman. It is a great idea to start applying for scholarships now! You can also look at the following websites for lists of scholarships and the qualifications:

[www.JLVcollegecounseling.com](http://www.JLVcollegecounseling.com)

[www.imfirst.org](http://www.imfirst.org)

[bigfuture.collegeboard.org](http://bigfuture.collegeboard.org)

[www.hsf.org](http://www.hsf.org)

[www.scholarships.com](http://www.scholarships.com)

[www.cappex.com](http://www.cappex.com)

[www.collegegreenlight.com](http://www.collegegreenlight.com)

[www.myscholly.com](http://www.myscholly.com)

**Where can I get help if I want to know more about college and/or career planning?**

Please see your Counselor and/or Ms. Murdock in the College & Career Center.

**I want to play sports in college. What do I need to know?**

Your GPA and standardized test scores are an important part of your eligibility to play sports in college. The National College Athletic Association (NCAA) Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student-athlete's academic record, SAT® or ACT® scores, and amateur status to ensure conformity with NCAA rules.

**How do I find out about tryouts for sports?**

Please see Ms. Washington (708.202.6397) in the Athletic Office in the A Building (adjacent to the Main Gym).

**Where can I get help with my locker or locker combination?**

Ask a security guard or any adult for assistance with opening your locker. You can see your Counselor or any teacher on your schedule for assistance with your locker combination.

**Where do I get my gym uniform?**

You can purchase a gym uniform in the Business Office in B102.

**I was absent for a test. What do I do?**

You must speak with the teacher whose test you missed on the first day you return to class to arrange a make-up session for excused absences only. You may make up a missed test during ELOS or at a time directed by your teacher.

**Where do I pick up my textbooks?**

*Before the beginning of the year, textbooks are available from the Summer Bookroom (Rm. D103). During the year, students may pick up or return books to the Bookroom in the Main Office hallway on the first floor by the Business Office.*

**What happens if I lose a book?**

*You will be charged for the textbook if it is lost or damaged. Textbooks are expensive (\$100+), so do your best to hold on to your books and make sure you write your name inside the front cover. The charge will be added to your list of obligations and will need to be paid before you are able to receive your diploma.*

**When can I go to the Library?**

*The Library is located on the second floor between B and D hallway. It is typically open during ELOS (8:00 – 8:50am), during lunch periods, and after school (until 5:30pm, Monday - Thursday).*

**What can I do during my lunch hour?**

*Students are encouraged to go to the lunchroom for a nutritious meal during their assigned lunch period. If you wish to not go to lunch, you are permitted to go to the Library, your Counselor or Social Worker, to work with a teacher, or be in the College & Career Center, BUT you must have a hall pass.*

**What is the hall pass policy?**

*Students are not permitted in the hallways without a PWHS Hall Pass completed and signed by a member of the faculty or staff.*

**Who can help me with a bullying or school safety situation?**

*We are here to help you! Please make a confidential report to your Dean, Counselor, teacher, Social Worker, or any trusted adult at school. You may also make a call to the Safe School Hotline at (708) 202-6351 at anytime, 24 hours a day. These calls can be made in two ways: callers may identify themselves if they wish someone to get back to them for information, or calls can be made anonymously. The person calling may simply record the information. There is no "Caller ID" on this line. What we need to know when you call:*

- *What you are reporting? (complaint, problem, suggestion)*
- *What time did or when will the incident occur?*
- *At which school did/will this take place?*
- *Who is the suspect?*
- *What school does the suspect attend?*
- *A description of the incident in the order it took/or will take place*
- *How can we get in touch with you? (OPTIONAL)*

*You should report any information that could have a negative impact on students, school staff, or school property. Here are some examples:*

- *Violence*
- *Weapons*
- *Threat*
- *Thefts or property damage*
- *Drug or alcohol abuse*
- *Sexual harassment*

**Can I have my cell phone with me during the day?**

*Students can carry a cell phone at school. During the school day, cell phones must be turned off, secured, and out of sight. Students are responsible for keeping track of their cell phone.*

**Where is the Lost and Found?**

*Lost and Found is available in the lunchroom and individual teacher classrooms. Items of value are often turned in to a teacher or security officer.*

**How do I leave school early with permission?**

*Your parent must sign you out from the Attendance Center in E101 for early dismissal, late arrival, or absence.*

**I don't understand the attendance codes on my PowerSchool. What do the codes mean?**

*UNV means 'Unverified'. That means you were marked absent and your absence was unexcused. AUT means you were absent from that class and your absence was excused. SUP means you were supervised by a staff member (usually a counselor, social worker, or Dean) during that period and are therefore excused. TDY means you arrived to class after the bell and after the teacher has taken attendance.*

**I lost my ID (or my lunch or bus changed). Where do I get a new ID? How much does it cost?**

*ID cards must be worn while on campus and are required for entry into the building and lunch. If you lost your ID card, please go to the ID Center during your lunch to request a new ID. The ID Center is located in the Cafeteria Commons. We suggest that you take a photo of your ID and save it on your phone.*

**Can I leave campus for lunch?**

*No, Proviso West has a closed campus policy for lunch. Students are also not allowed to have food delivered.*

**I want to stay after school for a school-sponsored activity. Is there an activity bus?**

*There is an activity bus available for students participating in an approved after school activity. The bus departs from the ends of the A and E hallways "Circle Drive" at 5:30pm, Monday – Friday.*

**How can I get permission to use the elevator if I have a medical reason to use it?**

*Permission to use the elevator can be issued to students with a documented medical need for the duration of the need. Please see the Nurse for further information.*

**Are there any vending machines available for students?**

*There are vending machines available in the Cafeteria Commons, Cafeteria, and the Field House Foyer. The machines are only able to be accessed during lunch and before or after school. Using the vending machines during class time is strictly prohibited.*

**What happens if the vending machines doesn't dispense my purchase?**

*There are no change machines in the building. Some machines accept credit/debit cards. If a machine takes your money and does not dispense the product, the type of machine determines who can issue a refund. For the pop/juice machines, please see the Business Office for a refund. For the snack machines, please contact the number posted on the side of the snack machine for a refund.*

**Can I share my locker with my friend?**

*You are strongly discouraged from sharing your locker or its combination with anyone else for security reasons. Proviso West is not responsible for any stolen items, so it is imperative you secure your valuable belongings. Additionally, any illegal contraband found in your locker is assumed to be your property and you will be disciplined according to district policies and procedures as outlined in the Student Code of Conduct.*

## ***NOTES***